

***Community Residential Center Funds  
for Children with Disabilities***

***Procedures and Instructions***

**2017-2018**

**Contact for additional information and  
submitting applicable Community Residential Center Funds  
(CRCF) forms via postal mail:**

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**CRCF forms** to be completed by the LEA for submission are included in the list of documents for the Community Residential Center Funds application on the Exceptional Children Division website, located under the Finance and Grants tab. A **CRC Sample Contract** is also provided with the CRCF forms as a Microsoft Word document to serve as a reference or as an editable document to fit the needs of the LEA and contracted CRC.

## **Community Residential Center Funds – Important Dates At-A-Glance**

**At the beginning of the school year**, LEAs that received CRCF during the 2016-17 school year will receive a **base allotment**.

- The base allotment is calculated using the number of children served in CRCs at the end of the 2016-2017 school year.
- The base allotment includes three months of funding plus \$5.00 per month per child for instructional supplies.
- The remaining months of funding will be allocated after the CRCF-1 and CRCF-2 have been submitted *and* approved.
- It is the responsibility of the LEA to request CRCF from the Exceptional Children Division.

**September 15, 2017** – The two items below are subject to this due date.

- 1) **To apply for CRCF**, submit forms **CRCF-1** and **CRCF-2** along with the service contract and complete LEA school year calendar.
  - Applications are processed in the order in which they are received.
  - Applications must be mailed and postmarked on or before September 15, 2017.
  - Incomplete/incorrect applications will be considered “received” when the corrections/missing items are received.
- 2) **For children (ages 3 through 21) served and funded in a CRC for the 2016-2017 school year and transferred to a public school setting for the 2017-18 school year:**
  - Complete *Request for Community Residential Transfer Funds* (CRCF-3).
  - Allocation is for one year only (year of initial transfer).
  - Approval is subject to the availability of funds.

**October 15, 2017** – Final signed **contract(s)** must be received for initial funding. Once contracts are received, and if the application is approved, remaining funds are disbursed.

**May 15, 2018** – CRCF-2 Roster/Withdrawal Forms are submitted throughout the year, but May 15<sup>th</sup> is the **final date for submitting a CRCF-2**.

## Procedures for Applying for Community Residential Center Funds

Community Residential Center Funds (CRCF) are made available through the State Board of Education (SBE) to assist LEAs in providing special education and related services to eligible children with disabilities placed in a CRC through the Local Management Entity (LME)/Managed Care Organization (MCO). Monthly per child CRCF amount provided by the SBE for 2017-18 school year is \$1,494.00.

**Educational Placement and Services:** After a child with disabilities has been placed in a CRC through the LME/MCO, the LEA, through an Individualized Education Program (IEP) Team, determines educational placement and services, including the child's service delivery model. The team's decisions are based on what is the least restrictive environment for each child and what is deemed educationally appropriate for each child. The LEA is ultimately responsible for implementation of the IEP and related services of any child placed in a CRC, which includes providing a free appropriate public education in the *least restrictive environment* and ensuring parental rights.

If the IEP Team decides that the CRC is the least restrictive environment for a child, all services are to be negotiated locally and included in the contract between the LEA and CRC. The negotiation of contracts is a local responsibility.

**Applying for CRCF:** If the IEP Team decides that the CRC is the least restrictive environment, the LEA must submit the information listed below to request Community Residential Center Funds to assist with the costs of providing the CRC setting. Incorrect or incomplete information could delay funding. The application is due no later than September 15, 2017. Funding is contingent upon the availability of funds.

- 1) *Community Residential Center Funds Application (CRCF-1)*
- 2) *Community Residential Center Funds Roster/Withdrawal Form (CRCF-2)*
- 3) Contract between the LEA and CRC with appropriate signatures
  - CRC funding requests will not be approved without a **signed** copy of the contract
  - The contract must be received by October 15, 2017
- 4) A complete LEA 2017-2018 school year calendar

**Approval notification** will be provided via a letter sent by postal mail to the Director of the Exceptional Children Programs.

**Denial of Request:** All requests will be reviewed by the Exceptional Children Division. If the request is denied, the LEA will be notified via a letter indicating the reason for denial. The letter is sent by postal mail to the Director of the Exceptional Children Programs.

**Additional children after submitting the initial application:** Submit, within 60 calendar days of a child's enrollment, a *Community Residential Center Roster/Withdrawal Form (CRCF-2)*.

**Withdrawals or changes in services:** The Exceptional Children Division must be notified of any change in the child's status, eligible required services, or withdrawal of child in writing no later than **ten (10) calendar days** after the child has withdrawn. For children who have withdrawn or who are no longer requiring educational and related services at the CRC as per the decisions of the IEP Team, a completed *Roster/Withdrawal Form (CRCF-2)* is to be submitted. Unless approved by the Exceptional Children Division, funds cannot be used for another child (replacing child), or for a child's application that was not funded due to unavailability of funds (all funds were allocated).

### **Fiscal Requirements for Community Residential Center Funds PRC 063**

1. Community Residential Center Funds are grant funds for assisting LEAs in providing special education and related services to eligible children with disabilities placed in a CRC through the LME/MCO.
2. The LEA is ultimately responsible for providing a free appropriate public education in the least restrictive environment for children served in a CRC. (This determination is made only after the LME/MCO has approved the residential placement.)
3. The allotment of CRCF is contingent upon the availability of state funds for this program. The unavailability of CRCF does not relinquish an LEA's responsibility for providing a free appropriate public education in the least restrictive environment for children placed in a CRC. When CRCF are not available, the LEA is to use other local, state and federal funds to pay for the costs of the educational services for children placed in the community residential center setting. The LEA can also provide some or all of the required services.
4. The CRCF per student amount may not cover all of the child's educational and related services expenses in the community residential setting since costs will vary between children based upon their individual needs. If this is the case, the LEA would need to use other local, state and federal funds to pay the difference. The amount paid to a CRC by the LEA is negotiated locally and is to be stated in the contract. The LEA can also provide some of the required services.
5. The LEA will receive a base allotment at the beginning of the 2017-2018 school year. Three months of funding is allocated based on prior year usage of CRCF. An annual CRCF application must be submitted for funding of the remaining months.
6. It is the responsibility of the LEA where the CRC is located to apply for CRCF.
7. CRCF are provided to the LEA in Program Report Code (PRC) 063.
8. CRCF are child specific (ages 3 through 21) and may only be used for the ten-month school year and two-month extended school year as required by the IEP for children with a residential placement through a LME/MCO.
9. The LEA may not use CRCF for administration of the program.
10. The date a child enters the CRC determines the amount of funding the LEA will receive since funding is based on the LEA traditional school year calendar. Children entering the CRC on or before September 15<sup>th</sup> will receive ten months of funding. Children entering the CRC after September 15<sup>th</sup> will receive prorated funding. The child's enrollment date must reflect the current school year.
11. The two-month extended school year (ESY) is based on the LEA calendar. ESY is actually invoiced before the traditional school year begins, not following a school year. ESY must be part of the child's individualized education program (IEP) in order to request ESY funds. ESY pages of each child's IEP are to be included with the application and roster. **Note:** If the LEA elects to use two contracts (one for the traditional school year and one for extended school year), the combined contracts must reflect the twelve-month period from July 1, 2017, to June 30, 2018.

## **Directions for Completing a Community Residential Center Funds Application (CRCF-1)**

The application is in fillable Microsoft Word format. Navigate between fields using the tab key or mouse click. The completed application must be printed, signed, and a copy with original signatures must be submitted via postal mail, postmarked on or before September 15, 2017.

### **PART I: LEA Information**

**Enter** the LEA name and the LEA number.

**Select** Region name from the drop-down list.

**Enter** EC Director information.

**Enter** the CRC information.

### **PART II: LEA Children Served in the Community Residential Center, Sorted By Disability Area**

In the table of Disability Areas, indicate the number of LEA children for each disability area who are receiving educational and related services in the CRC.

### **PART III: Child Count Information**

The total number of children in this section should equal the number of children with disabilities entered in PART II, *Children Served By Disability Area*.

### **PART IV: Certification**

The original signatures of the LEA's Exceptional Children Program Director, Finance Officer and Superintendent are required. The application is to be sent by postal mail.

## **Directions for Completing a Community Residential Center Funds Roster/Withdrawal Form (CRCF-2)**

The form is in a fillable Microsoft Word format. Navigate between fields using the tab key or mouse click. The completed form must be printed, signed, and a copy with original signatures submitted via postal mail within sixty (60) calendar days of a child's enrollment, or within 10 calendar days of a withdrawal or change.

Enter the following within the form. Region name, ethnicity, gender, and disability are selected from a drop-down list.

1. **Local Education Agency:** Enter the LEA name, LEA number, and Region Name.
2. **Date:** Enter the date the roster is being completed.
3. **Community Residential Center:** Enter the name of the CRC.
4. **Child's PowerSchool Number:** Enter the child's PowerSchool student identification number.
5. **Child's Last Name:** Enter the child's last name as it appears in PowerSchool (**double check** for correct spelling).
6. **Child's First Name:** Enter the child's first name as it appears in PowerSchool (do not use nick names and **double check** for correct spelling).
7. **Date of Birth:** Enter the child's date of birth and **double check** for accuracy.
8. **Select Ethnicity, Gender and Disability** from the drop-down lists.
9. **Date of Enrollment for the Current School Year:** Enter the date the child enrolled in the CRC during the current school year.
10. **Withdrawal:** Enter the date the child withdrew from the LEA (if necessary) and use the appropriate withdrawal code from the drop-down list. If W-9 is selected, provide a description at the bottom of the form.
11. **Extended School Year Enrollment Dates:** *If applicable*, enter the dates the child is enrolled in Extended School Year (ESY). ESY services must be documented in the IEP. **Attach the DEC4 page noting the child's eligibility for ESY.** ESY services are funded as part of the school year that is about to begin, not school year that has just closed.
12. Check the box if a newly enrolled child is replacing a child who has withdrawn.
13. **Signature of Exceptional Children Program Director:** An original signature is required.

### **Directions for Completing the CRCF-3, Request for CRC Transfer Funds**

In instances when the IEP Team has decided that the child's least restrictive environment is the school setting and the child's *previous year's placement was at a Community Residential Center*, the LEA can request transfer funds. Allocations are:

- for the initial year of transfer
- based upon the availability of funds

**To request CRC transfer funds**, complete the CRCF-3 with the name of the child(ren), date of birth, disability area, and current placement. The Exceptional Children Program Director must sign and date the form. An original signature is required.

The form must be received by **September 15, 2017**.



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**Example of Reporting a Withdrawal and Addition**

Reference VII

**Community Residential Center Funds Roster/Withdrawal Form, CRCF-2***Roster must be typed, signed, and mailed; postmark must be within sixty (60) calendar days of enrollment in the CRC.**Last day for additional Roster submission: May 15, 2018.*Local Education Agency: River County Schools LEA #: 000 Region #: SoutheastDate 12/4/2017 Community Residential Center New River Residential Center*\*\*ESY services must be documented in the IEP; attach a copy of the DEC4 page noting the child's ESY eligibility.*

Child's PowerSchool #	Child's Last Name	Child's First Name	Date of Birth	Ethnicity	Gender	Disability Based Upon CRCF-1 Information	Enrollment Date for Current School Year	Withdrawal*		**ESY Enrollment Dates (if applicable) Month/Year
								Date	Code	
123456	Green	George	5/1/07	W	M	MU	9/5/17	11/27/17	W3	
654321	Bloom	Jackie	6/15/06	B	F	AU	12/4/17			

W-9 (provide description here) \_\_\_\_\_

Check if a newly enrolled child is replacing a withdrawn child ☒Signature of Exceptional Children Program Director: Ms. Samantha Dawn Date: 12/4/2017

<b>DPI Use Only</b>	Postmarked Date _____	Date Reviewed _____	Reviewed by _____	MOF _____
		Date Entered _____	Entered by _____	FFM# _____
Notes: _____				

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**Example of Reporting Extended School Year**

Reference VIII

**Community Residential Center Funds Roster/Withdrawal Form, CRCF-2***Roster must be typed, signed, and mailed; postmark must be within sixty (60) calendar days of enrollment in the CRC.**Last day for additional Roster submission: May 15, 2018.*Local Education Agency: Anvil County LEA #: 000 Region #: WesternDate September 11, 2017 Community Residential Center : Jamestown Residential Center*\*\*ESY services must be documented in the IEP; attach a copy of the DEC4 page noting the child's ESY eligibility.*

Child's PowerSchool #	Child's Last Name	Child's First Name	Date of Birth	Ethnicity	Gender	Disability Based Upon CRCF-1 Information	Enrollment Date for Current School Year	Withdrawal*		**ESY Enrollment Dates (if applicable) Month/Year
								Date	Code	
000123	Doe	Jane	1/25/05	H	F	MU	7/06/17			7/06 – 8/18/17

W-9 (provide description here) \_\_\_\_\_

Check if child is replacing a withdrawing child ☐Signature of Exceptional Children Program Director: Ms. Samantha Dawn Date: 9/11/2017**DPI Use Only**

Postmarked Date \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Reviewed by \_\_\_\_\_

MOF \_\_\_\_\_

Date Entered \_\_\_\_\_

Entered by \_\_\_\_\_

FFM# \_\_\_\_\_

Notes: \_\_\_\_\_